

Request for Appointment of Contractual Employees
For Research and Extension Projects

VISAYAS STATE UNIVERSITY
Visca, Baybay City

Nov. 23, 2021

Dr. Edgardo E. Tulin
President, Visayas State University
Visca, Baybay City

Thru: The Academic Personnel Board

Dear Sir:

I wish to recommend the appointment ☐ new, ☒ renewal, ☐ reappointment of **Ms. Mikaela M. Gongora** as **Science Research Assistant** under **PRCRTC Funds** "Integrated Extension Program for Rootcrops" (Overhead Cost) by **Ms. Lisa I. Arce/Dr. Edgardo E. Tulin** with **(Asst. Dir./Dir., PhilRootcrops)** a salary of **NINETEEN THOUSAND FIVE HUNDRED NINETY THREE PESOS (P 19,593.00)** and **PERA & ACA of P 2,000.00** per month effective **January 1 – June 30, 2022** or subject to termination anytime due to lack of funds, etc.

This is also to certify that the recommendee met the established qualification standard for the particular position and that the rules and regulations against nepotism are adhered to.

Statement of Duties and Responsibilities:

1. Documents the research, development and extension activities of PhilRootcrops;
2. Assists in maintaining the PhilRootcrops webpage, social media and other online platforms;
3. Prepares IEC materials of technologies used for extension activities;
3. Facilitates the needs of visitors or clients of the center;
4. Prepares the necessary reports and accomplishments of the center;
5. Performs other duties assigned by the supervisors.

Very truly yours,


LISA I. ARCE/EDGARDO E. TULIN
Asst. Dir./Director, PhilRootcrops

Endorsed:

Certified Availability of
Appropriation/Allotment:

ALICIA M. FLORES
OIC, Budget Office

Personnel Clearance:

HONEY SOFIA V. COLIS
OIC, HRMO

Recommending Approval:

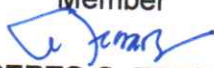
MARIA JULIET C. CENIZA
Vice Pres. for Res., Extn. & Innovation


APPROVED:


EDGARDO E. TULIN
President

Center Personnel Committee:


LISA I. ARCE
Member


DILBERTO O. FERRAREN
Member


ALAN B. LORETO
Member


MARLON M. TAMBIS
Member

EDGARDO E. TULIN
Chairman